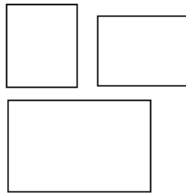


# Preparing a PDF for Quick Copy Printing.

Please consider the content of the PDF before submitting it for use in printing of your documents. PDFs are a remarkable tool. The primary purpose of allowing a common document to be viewed and printed on a multitude of computer systems is great. But unless properly prepared, it does present some problems for our quick copy centers.

## Things to remember when submitting a PDF as the original source for printing:

1. Embed all fonts in the PDF that are used in the document source.
2. Before distilling the PDF, modify the Settings : Job Options : Compression settings to be a minimum resolution of 300 or 600 dpi when downsampling or subsampling in for quick copy printing. Anything less will result in unsuitable print quality.
3. If you use security features of Adobe Acrobat, please make sure that the settings of the document allow printing. In some cases, we may need to extract pages separately from your document unless you provide them separated as per the instructions below.
4. Combining a mixture of paper sizes and page orientation is fine for viewing but requires extra work for the printing of the document through our copy system. Our staff must inspect the document to determine which pages are turned different from the rest, as well as which pages are a different size, resulting in an hourly charge being assessed.



- a. Prepare your PDF before taking it to our copy center by making sure the document has pages turned the same orientation - portrait or landscape not portrait and landscape. If the primary orientation is portrait, then rotate the landscape pages 90° Counterclockwise. Once rotated, the heading of landscape charts should always be on the left edge of the page no matter whether it is a left or right page in the document.
- b. Segregate the different page sizes (letter, legal, tabloid) from each other. Indicate where the

different pages of other sizes are to be inserted into the printed document.

- c. Collect the odd size pages in a separate document and indicate if printed one or two sided. Remember it is not favorable to mix the printing of different sizes as two-sided material.
5. Indicate what paper stocks (color, size, and weight) are to be used for various pages. All copy systems can use three different sources of stock when printing your document. Some of our systems can use four different stocks in one print run and can even insert from a fifth - preprinted material. More than this requires the document to be split up into multiple documents, then hand married or assembled before completion. If you want to save time and expense, then prepare your PDFs before you submit your document to our copy center. Provide written instruction of the different paper types in your document and which pages they are to be used on.
  6. Submit a printed sample of your document to our quick copy center staff for their review. This enables them to understand how you want the document printed and assembled.
  7. **PLEASE NOTE: If you do not have the full version of Adobe Acrobat and only have Adobe Acrobat Reader, then modifications are not possible. In these cases, we can manipulate the document to prepare it for printing at a \$45.00 per hour charge.**
  8. *Discuss with your printing service representative or quick print staff any concerns about your project that uses a PDF before you bring it in for printing.* They will be happy to address your concerns and answer your questions. They may direct your technical questions to staff who can give you technical instructions.

## Quick Copy Centers (QCC):

DNR Quick Copy Center	(573) 522-4371
DHSS Quick Copy Center	(573) 526-0432
HST Quick Copy Center	(573) 751-2404
JB Quick Copy Center	(573) 751-6979
State Printing Center's QCC	(573) 751-3307

## Quick Copy Center Coordinator:

Paul Holterman	(573) 751-3307
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## Printing Service Representatives:

Chris DeBroeck	(573) 526-2159
Gene Gillispie	(573) 526-2161
Bill Houston	(573) 526-2167
Pamela McQuary	(573) 526-2163
Sara Robinett	(573) 526-2166